SUBJ: **MATERIEL MANAGEMENT TRAINING**

1. **PURPOSE.** This order describes the procedures by which Federal Aviation Administration (FAA) organizations can meet current and future requirements for training personnel involved in one or more materiel management functions. As a result of increasing the competency of employees, the materiel management program itself will improve and be enhanced by a more knowledgeable and professional approach to materiel management tasks and functions.

2. **DISTRIBUTION.** This order is distributed to the division level at FAA headquarters, regions, centers, and standard distribution to FAA field facilities.

3. **CANCELLATION.** Order 3410.24, Materiel Management Career Development Program, dated August 30, 1993, is canceled.

4. **EXPLANATION OF CHANGES.** This order expands the scope of the order from personnel only in materiel management organizations, to all agency employees performing one or more materiel management functions.

5. **BACKGROUND.** This order provides additional information for the agency's training of personnel performing materiel management functions and provides a career management program leading to the upgrading of the professional materiel management work force.

6. **SCOPE.** This order is applicable to FAA employees performing one or more of the materiel management functions or who need one or more of the knowledge, skills, and abilities listed in Appendix 1, Materiel Management Functions. Materiel management involves managing, accounting, controlling, utilizing, and disposing of government-owned, leased, and/or borrowed personal property. Personal property includes supplies and spare parts in inventory, equipment/systems in use (both stand alone and installed), and motor vehicles. It includes the transportation of Government-owned personal property and employee-owned household goods. It includes such areas as item identification (cataloging), provisioning, supply support, warehouse management, and physical inventories. Also included are various support service activities normally performed by materiel management personnel.

7. **RESPONSIBILITIES**.

   a.   Headquarters, regional, and center managers are responsible for:

   (1)   Coordinating training through their training coordinator, to ensure compliance with Public Law 104-50, which governs requirements for appropriate training.

   (2)   Assessing staff training requirements and ensuring those needs are met.

   b.   The FAA Academy (AMA):

   (1)   Develops and maintains liaison with training sources while remaining aware of current and future training needs in the materiel management field.

   (2)   Conducts a quality assurance program to validate the adequacy, applicability, and effectiveness of training courses.

   (3)   Inputs student grades into the Consolidated Personnel Management Information System (CPMIS).

   (4)   Manages training courses.

   (5)   Revises and develops course material for AMA-managed courses.

   (6)   Makes final decisions for course equivalency reviews.

   (7)   Periodically publishes a listing of other materiel management courses equivalent to AMA-managed courses.

   c.   The Airway Facilities Service (AAF):

   (1)   Resources Management Program, Training Division, AFZ-100, has the technical training responsibilities within AAF. As such, they:

   (a)   Develop training proposals for new or revised training courses.

   (b)   Review statements of work (SOW) and training development plans.

   (c)   Review the Airway Facilities Call for Training and allocate funding levels within regions.

   (d)   Work with their Occupational Safety, Health, Environment, and Energy Training Committee to address issues that relate to materiel management courses.

(e)   Provide non-student workload requirements and validate field training requirements.

(2)   The NAS Logistics Property Management Division, AFZ-500, is responsible for FAA's materiel management functional training requirements. As such, they:

(a)   Evaluate the adequacy, applicability, and effectiveness of the program and review course reports to ensure training requirements are being satisfied.

(b)   Develop and maintain current materiel management training sources for dissemination.

(c)   Ensure compatibility and responsiveness of training programs with current training needs, changing trends, policies, plans, and regulations by recommending program/curriculum changes.

(d)   Keep the course list identified in Appendix 2, Materiel Management Courses, up to date.

(e)   Work with AFZ-100 to provide input to training proposals and identify training outcomes; review and approve SOWs to ensure requirements are included and training development plans and course design guides are accurate.

(f)   Prioritize training development efforts.

(g)   Provide in-house training as required for identified special needs.

8.   **TRAINING BUDGET PROCESS.** Associated travel and per diem expenses are budgeted in the centralized training travel management system (CTTMS). The CTTMS is managed by AMA. Each Line of Business (LOB) is responsible for identifying their training needs in an annual "Call for Training." Any materiel management training requirements identified in the Call should be provided to AAF (AFZ-100) as the sponsoring organization. AAF combines all materiel management training needs, determines what funds are available, and budgets for tuition costs associated with the required training. When available funding does not satisfy total agency requirements, AAF notifies the lines of business (LOB) that they will have to fund the training locally. In any event, LOBs are responsible for paying for training travel.

9.   **MATERIEL MANAGEMENT FUNCTIONS.** The materiel management area is broad in scope and varied in function. Within the FAA, employees performing one or more materiel management-related functions are found in almost every personnel series number, title, and position. With so many different areas, it is impossible to set up a training program for each. Instead, Appendix 1 characterizes broad categories of

materiel management functions and lists the skills, knowledge, and abilities normally associated with that function.

10. **MATERIEL MANAGEMENT COURSES.** Appendix 2 offers a wide range of training to ensure the myriad of functions is covered. It includes course numbers, titles, sources, lengths, and target audiences for each materiel management level. Course descriptions are also summarized. Requests to add additional courses should be submitted to AFZ-500. Request should include a course summary, location, cost, duration, and the providing institution.

11. **REQUIREMENTS.** In addition to practical on-the-job experience, career development requires the use of appropriate formal training. This order establishes three levels for materiel management training.

    a. Basic Level. Basic level training generally includes an introduction to the materiel management functions, fundamental principles, and techniques. Training at this level or its equivalent related formal education is needed for those individuals who only need a basic understanding of a function or who need to perform the function.

    b. Intermediate Level. This training generally develops functional knowledge of the laws, policies, procedures, and methods pertaining to materiel management. It provides a more in-depth knowledge of the subject areas than that normally covered at the basic level. This level would be for persons whose primary function includes one or more of the materiel management functional areas.

    c. Senior/Management Level. The essential difference between the intermediate and senior/management levels is that the former conveys functional materiel management-related knowledge, while the latter concentrates on in-depth analysis of more complex and specialized areas. Training normally concentrates on materiel management functional analyses as well as skills in the interpretation of governing laws and regulations. Also refer to paragraph 13 for information on less formal training and learning opportunities needed by this level of employee.

12. **HOW TO DETERMINE SPECIFIC TRAINING REQUIREMENTS.**

    a. Supervisors first need to determine what materiel management functions their office is required to perform. They then match the competencies required to perform those functions against the skills of their work force: how many people will be performing those functions (how many skilled personnel are needed) versus how many employees currently have those skills. If there is a shortfall in any category, then training is considered "Operationally Essential."

    b. Employees and their supervisors review the categories and functions contained in Appendix 1 against the employee's assigned duties to determine which categories apply. Each category lists various functions which can be classified as those

knowledge, skills, and abilities necessary, in some form or degree, to do the work associated within an assigned area. Not all positions require all the knowledge, skills, and abilities listed. Each individual employee and supervisor determine to what degree each applies to the employee's position and associated duties and select the most appropriate training courses. After identifying training needs, check Appendix 2 to see what courses need to be taken to fulfill the training need.

13. **CURRENCY TRAINING/LEARNING.** Other areas of learning outside of formal training courses are helpful in keeping professionals up-to-date on the latest developments within their areas of expertise. Currency training is recommended for individuals in materiel management organizations. It covers mentor programs, detail assignments, videos, seminars, conferences, and one-of-a-kind training courses. These are sponsored by other Federal agencies or professional organizations such as the National Property Management Association, the American Management Association, or the Interagency Motor Equipment Advisory Council. If possible, functional specialists should attend at least one course or seminar each year whenever offerings cover topics relating to the employees' functional area.

14. **TRAINING SOURCES.** Appendix 3, Training Sources, provides source information on the courses contained in Appendix 2.

15. **CROSS-REFERENCE LIST.** Appendix 4, Cross-Reference List to Approved Courses, displays by course number, what page in Appendix 2 course information is located.

16. **ACRONYMS.** A list of acronyms used in this order is included as Appendix 5, Acronyms.

Stanley Rivers
Director of Airway Facilities

APPENDIX 1. MATERIEL MANAGEMENT FUNCTIONS

This appendix lists nine broad categories of materiel management-related functions along with the knowledge, skills, and abilities generally associated with them. Paragraph 6 of the order discusses the scope of these functions.

1.   **ORDERING**. This describes the acquisition-related knowledge, skills, and abilities which may be required for employees to successfully perform their jobs, and includes:

>   Government credit cards
>   Federal Standard Requisitioning and Issue Procedures (FEDSTRIP)
>   Military Standard Requisitioning and Issue Procedures (MILSTRIP)

2.   **CATALOGING**. This describes the identification and classification of materiel for entry into the Federal Catalog System (FCS). Knowledge, skills, and abilities usually associated with this function include:

>   Integrated Materiel Management (IMM)
>   Primary (Secondary) Inventory Control Activity (PICA/SICA)
>   Cataloging
>   FEDSTRIP/MILSTRIP
>   Source, maintenance, and recoverability
>   Provisioning
>   Item Management Coding (IMC)
>   Item entry control
>   Writing item descriptions
>   Item reduction/standard studies
>   Interchangeability/Substitutability (I/S)
>   Diminishing manufacturing sources/materiel shortages
>   Compact Disc Technology
>   Reading blueprints
>   Hazardous Materials

3.   **SERVICES**. This relates to various goods and services required in conducting FAA business. Knowledge, skills, and abilities may include any of the following:

>   Mail management
>   Records and claims
>   Administrative support supplies
>   Travel
>   Building management
>   Supply support agreements

4.   **MOTOR FLEET MANAGEMENT.** This relates to the acquisition, management, and control of the agency's owned and leased motor fleet (both passenger and special purpose vehicles). Knowledge, skills, and abilities usually associated with this function include:

Management of owned/leased vehicles
Record keeping (mileage, repairs, accidents, vehicles)
Issuance of vehicles
Special use vehicles (processing requests)
Accountability for automobile usage
Inventory management
Storage
Disposal
Verifying drivers' license, state and national driver registry
Hazardous Materials

5.   **NATIONAL AIRSPACE INTEGRATED LOGISTICS SUPPORT (NAILS).** This relates to those knowledge, skills, and abilities usually associated with the NAILS function and include:

NAILS program management
Logistics Support Analysis
Integrated Logistics Support Plan
Spares modeling
Life cycle costing (logistics)
Cataloging
Equipment specifications
Source, maintenance, and recoverability
Defense Logistics Agency
IMC standardization program
PICA/SICA
IMM
Supply support
Disposal
Reading blueprints
Level of repair analysis
Packaging, handling, storage, and transportability
Hazardous Materials

6. **PERSONAL PROPERTY MANAGEMENT.** This relates to the management and control of both in-use personal property, National Airspace System (NAS) F&E project materiel, and Government property in the possession and control of contractors. Knowledge, skills, and abilities usually associated with this function include:

Recording criteria
Inventory management/techniques
Storage
Shipping/Receiving
Disposal
Hazardous materials
Property accountability
Item identification
Utilization
Custodial responsibilities
Maintenance (upkeep) of property
Project materiel specific
In-use personal property specific
Contractor-acquired/Government-furnished property specific

7. **PROPERTY DISPOSAL.** This relates to the disposition and possible disposal of personal property once it is no longer required for the purpose intended at its acquisition. Knowledge, skills, and abilities usually associated with this function include:

Recording criteria
Utilization
Inventory management
Storage
Shipping/Receiving
Property accountability
Custodial responsibility
Maintenance (upkeep) of property
Sales
Cannibalization
Abandonment
Hazardous materials
Donations
Precious metals
Transfers in-house
Transfers to other Government agencies
Security/Safety
Control/Identification

8. **SUPPLY AND WAREHOUSE MANAGEMENT**. This relates to acquisition, management and control, and storage of FAA inventory held for future issue on a large-scale basis. Knowledge, skills, and abilities usually associated with this function include:

General:

Packaging, handling, storage, and transportability
Inventory techniques
Shelf life
Physical inventories
Inventory management processes (adjustments, research, etc.)
Hazardous Materials

Supply specific:

Economic Ordering Quantity
Management analysis
Procurement (requirements)
FEDSTRIP/MILSTRIP
PICA/SICA
Joint Travel Regulations (JTR)
Diminishing manufacturing sources and materiel shortages
IMM
Provisioning
Inventory management coding
Requisitioning
Item identification
Quality control

Warehouse specific:

Warehouse management
Environmental control
Mini's (bins)
Claims (loss/damage)
Receiving
Safety
Storage techniques
Security

9.   **TRANSPORTATION OF THINGS**. This relates to the acquisition and control of transportation services required to move Government and employee household goods to, within, and from the FAA. Knowledge, skills, and abilities usually associated with this function include:

Property accountability
Regulations
Shipping/Receiving property
Government bill of lading (GBL) issuance, safekeeping
Issuing transportation orders
Delegation function
Record keeping
Industry changes
Freight rates
Hazardous materials
Claims
Household goods shipments
Employee relocation
Packaging/Packing
Property identification
Transportation - Shippers

APPENDIX 2. MATERIEL MANAGEMENT COURSES

This appendix lists courses by appropriate level. It contains course numbers, titles, sources, and descriptions. It will be revised at frequent intervals to ensure currency and completeness. The courses should be used to satisfy individual and organizational training requirements. Specific questions about an individual course should be directed to the course originator (appendix 3). The number preceding the course title is the FAA-assigned course number, e.g., 07750. Paragraph 12 discusses how to use this appendix to determine specific training requirements.

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SECTION 1. BASIC-LEVEL TRAINING REQUIREMENTS

1-1. **ORDERING**.

a. 07816 Requisitioning by FEDSTRIP. MCI Course #1044, 5 days.

Target audience - Personnel whose duties involve any aspects of FEDSTRIP requisitioning.

Description - This course is designed to benefit all users of the FEDSTRIP system. Major topics include activity address codes; GSA/Federal Supply System publications and catalogs; the national supply system; developing FEDSTRIP requisitions; requests for requisition follow-up and status; modifying and canceling the requisition; delivery, receipt, and inspection; and handling discrepancies.

b. 07829 Requisitioning by MILSTRIP. MCI Course #1064, 5 days.

Target audience - Personnel whose duties involve any aspect of MILSTRIP requisitioning.

Description - The course is designed to provide attendees with detailed information about how to use the MILSTRIP system. Topics included are the national supply system; requisition development, follow-up and status; modifying and canceling the requisition; delivery, receipt, and inspection; billing, etc.

1-2. **CATALOGING**.

a. 07711 Basic Cataloger Training Course. DLSC, 64 hours.

Target audience - Entry level personnel not familiar with the FCS.

Description - The course begins with the history and background of FCS and how the system works. It identifies the four steps in item identification, item name selection, classification, reference/characteristics data, and national stock number assignment. It discusses the importance of technical research. Students perform exercises in each of the four steps. They also write simple item identifications and perform routine maintenance actions necessary to keep the data base current. Major organizational entity (MOE) rules and management data are also discussed.

b. 07783 <u>Logistics Remote Users Network (LOGRUN)</u>. DLSC, 24 hours.
            <u>Optional On-Line Update</u>, 8 hours, on-site only.

Target audience -New, beginning catalogers, and those disciplines which interface with the cataloging process (provisioners, equipment specialists, logistics management specialists in the NAILS area, etc.) who have a need to understand and use the cataloging process.

Description - The course provides a basic introduction to LOGRUN. Students learn the different methods of accessing LOGRUN. Various on-line systems will be discussed, such as: inquiry system, characteristics search, commercial and government entity, management statistics, and procedures. Students receive hands-on training through the use of practical exercises. There is an optional 8 hour presentation on the Logistics On-Line Access (LOLA) on-line update application. This is a major component of the automated system accessible through DLSC's LOGRUN system.

c. 07660 <u>Federal Catalog System Overview for Non-Cataloger Personnel</u>,
            DLSC, 32 hours.

Target audience - Non-cataloging personnel with a need to understand the cataloging process.

Description - This course provides an overview of the FCS and logistics processes. The intent is to provide non-cataloger personnel with the background of cataloging, how the data gets into the data base, and how to interpret the data through LOGRUN extracts.

1-3. **GENERAL**.

a. 07630 <u>Space Management: Office Layout Workshop</u>. USDA Course
            #APRPM789, 5 days.

Target audience - Individuals involved in space management.

Description - The course is designed to train space management technicians for optimal utilization of office space. It provides background in layout for federal offices and implementing GSA procedures. The course consists of lectures, discussions, and group work on practical office layout problems. It will increase efficiencies in developing space requirements, conceiving and executing office layouts, implementing techniques, and planning and executing a move.

b. 07404 <u>Field Logistics Management</u>. AMA. Correspondence.

Target audience - Non-supply personnel who are assigned logistics responsibilities.

Description - Subject areas include requisitioning and inventory management, use of catalogs, shipping, receiving, local purchase, project materiel, accountability, utilization and disposal of excess, and motor fleet management.

c. 07039 <u>Logistics and Inventory System (LIS) Practical Training</u>, AMA, 24 hours.

Target audience - FAA personnel who have a need to use LIS.

Description - The course consists of classroom instruction and hand-on training on personal computers in a laboratory environment. Emphasis is on learning the theory and codes before laboratory training begins. Exercises duplicate catalog research and requisitioning activity that would be encountered by a typical FAA ordering office.

1-4. **MOTOR FLEET MANAGEMENT**.

a. 07713 <u>Motor Vehicle Management/Fleet Management</u>. USDA Course #APRPM757, 2 days.

Target audience - Personnel that are new to the motor vehicle management field and those in a position where they are expected to provide transportation services.

Description - The course covers practical applications of the Federal Property Management Regulations (FPMR) and other Federal documents that relate to the acquisition, management, control, use, and disposal and reporting requirements regarding motor vehicles. Students examine procedures, policies, forms, work flow, and relationships of motor vehicle management and customer needs and requirements. Students will also evaluate sources of supply for motor vehicles as well as transportation services.

1-5. **NAILS**.

No specialized courses have been identified at this level for this function.

1-6.   PERSONAL PROPERTY MANAGEMENT.

a.   07403 <u>Personal Property Management</u>. AMA, correspondence.

Target audience - Logistics personnel at all levels who are involved with the personal property in-use management system (PPIMS).

Description - Students receive instruction on the interrelationships between the different organizations and functions which have responsibilities for personal property management. Subject areas include maintaining facilities master file and data files; acquisitioning; maintaining PPIMS property records; identifying property manager responsibilities; performing physical inventories; using the PPIMS automated system laboratory; and utilization, screening, and disposal procedures.

b.   07732 <u>Introduction to Property Management</u>. USDA, Course #APRPM742, 2 days.

Target audience - Personnel new to property management, involved in administrative services, supply management/control, acquisition from Government sources (stock control, requisitioning, and ordering), receipt control, storage, or utilization and disposal responsibilities.

Description - This course introduces the student to general property management concepts and procedures as well as to two major sets of regulations (the FPMR and FAR). The relationship between these regulations and when each are followed will be explained. The responsibility of agencies and GSA for implementing and complying with the regulations will be discussed. Attention also will be directed to Federal policies on supply and the management of contractor and grantee property.

c.   07734 <u>Government Property Administration</u>. USDA, Course #APRPM726, 3 days.

Target audience - Personnel new to Government property administration and others concerned with managing Government-furnished property.

Description - Emphasis is placed on identifying the basic mission responsibilities of Government property administration; reviewing and evaluating a property control system for compliance with contract requirements; identifying the various classes of Government-furnished property and applying appropriate administrative procedures to each class; establishing and implementing systems

for safeguarding property; and determining when title to contractor-acquired property passes to the Government.

d. 07799 Basics of Personal Property Management. MCI Course #1710, 5 days.

Target audience - Personnel new to property management, from determination of requirements through disposal.

Description - The course provides comprehensive coverage of the management of personal property from determination of need through disposal. Students will obtain a working knowledge of property policies, procedures, and regulations. Emphasis is placed on management and control, accountability, and accounting for property. Major topics include: determination of need, acquisition, property management, accountability, utilization and disposal, federal information processing equipment and software, accounting for contractor and grantee property, and property reports.

1-7. **PROPERTY DISPOSAL.**

a. 07830 Use and Disposal of Personal Property. MCI Course #1085, 2 days.

Target audience - Personnel working in property management and others who may need a working knowledge of property use and disposal.

Description - In this course students will learn how to decide when personal property is no longer required, apply standard measurements for property utilization or replacement, and redistribute or dispose of property no longer required by their agency. Major topics include the scope and basis of utilization and disposal and replacement of personal property; public sale, donation, and other disposal procedures; and accounting and reports.

b. 07797 Personal Property Utilization and Disposal: An Overview. USDA Course #APRPM814, 2 days.

Target audience - Personnel involved in the reutilization and/or disposal of personal property; e.g., property managers, inventory specialists, accountable officers, property custodians, disposal specialists, etc.

Description - The course covers Federal policies, procedures, and regulations for control, reassignment, redistribution, and disposal of excess and surplus property. Students will examine procedures, forms, and other aspects of reutilization and/or disposal of property, learn how to determine when property is

no longer required, when to report excess property to GSA, and to decide when abandonment or destruction is advisable. The FPMR will be reviewed.

1-8. SUPPLY AND WAREHOUSE MANAGEMENT.

a. 07748 <u>Storage and Warehousing</u>. USDA, Course #APRPM724, 5 days.

Target audience - Personnel involved in storing, receiving, and shipping operations; care and preservation of supplies and hazardous commodities; security; housekeeping; warehouse safety practices and regulations; and use of material handling equipment.

Description - The course is a realistic in-class and in-warehouse study and demonstration of basic storage and warehousing of materials, supplies, furnishings and equipment used in Federal agencies. Participants will prepare and evaluate warehouse layouts; examine building and adjacent ground facilities; and do practical in-class and in-warehouse exercises to demonstrate best use of horizontal and vertical space with consideration of all physical needs, such as receiving, inspection, storage, and issue spaces. Exercises are included on selection and use of storage and material handling aids such as forklifts, pallets, pallet racks, and hand and automated moving devices. In addition, the course covers the maintenance, care, operation, and safety of materials handling equipment and the security and care of various commodities.

b. 07758 <u>Defense Packing and Unitization</u>. ALMC School of Military Packaging Technology, Course #8B-F2(JT)/822-F2(JT), 9 1/2 days, resident and onsite; correspondence, 48 hours.

Target audience - Individuals who have existing, anticipated, or supervisory responsibilities in areas such as packing or loading operations at industrial installations; operators of box and crate shops; storage and supply operations; materials handling systems, etc.

Description - The course describes DOD packing policies and shows how to construct, reinforce, weatherproof, cushion, block, and brace containers. The DOD container design retrieval system program is discussed along with marking and labeling for shipment and storage. Containerization and palletization; carloading and use of freight regulations for railroad shipments; resource conservation; and other topics are covered. SAFETY/WORK SHOES ARE REQUIRED.

c. 07753 <u>Defense Basic Preservation and Packing</u>. ALMC School of Military Packaging Technology, Course #822-F13(JT), 9 1/2 days, resident and onsite; correspondence, 48 hours.

Target audience - Entry-level positions in preservation and packing operations, transportation, and supply.

Description - This course encompasses only the most predominantly used processes, methods, procedures, and containers used in the field of preservation and packing at DOD installations. It consists of an introduction to preservation, corrosion control, cleaning and drying, electrostatic discharge control, preservation materials and equipment, preservatives, cushioning, blocking and bracing, preservation packing, fiberboard boxes, triple wall corrugated fiberboard boxes, wooden boxes, crates, miscellaneous containers and fast-packs, weatherproofing the pack, cargo unitization, marking and labeling, hazardous materials, packing for parcel post, industrial packaging, and preservation and packing for shipment. Methods of instruction include an emphasis on hands-on practical exercises in addition to conference demonstrations. SAFETY/WORK SHOES ARE REQUIRED.

d. 07766 <u>Hazardous Materials Handling</u>. ALMC School of Military Packaging Technology, Course #SMPT-5, correspondence, 4 hours.

Target audience - Individuals who are assigned jobs involving the handling and storage of hazardous materials, such as forklift operators, freight terminal ramp personnel, and warehousemen.

Description - The course content includes recognition of material handling markings, hazard class labels, and the effect of each hazard if accidentally released; segregation of classes of hazards according to published compatibility charts for loading in trucks, railcars, aircraft, and for warehouse storage; neutralization and cleanup of minor spills; emergency measures in case of major incidents; recognition of damaged containers and proper disposition of same. (Course presented and monitored by personnel at the local installation who should be selected on the basis of their knowledge of hazardous materials.)

e. 07750 <u>Defense Preparation of Freight for Air Shipment</u>. ALMC School of Military Packaging Technology, Course #8B-F36 (COR) correspondence, 24 hours.

Target audience - Individuals who prepare freight for air shipment.

Description - Introduction to preparation of freight for air shipment; unitization and consolidation; container selection; cushioning, blocking, bracing, and anchoring; hazardous materials, marking, and labeling for air shipment; and handling, loading, and air delivery.

f.   07719   <u>Defense Preservation and Intermediate Protection</u>. ALMC School of Military Packaging Technology, Course #8B-F1(JT)/822-F1(JT), 9 1/2 days resident and onsite, correspondence, 53 hours.

Target audience - Employees who have current or anticipated assignments involving preservation and packaging operations, procurement, contract administration, quality control, technical writing, packaging instruction, packaging testing and evaluation, or other related fields.

Description - This course is oriented toward DOD packaging policies, packaging specifications, cleaning and drying, preservation, marking economy in packaging, packaging codes, unit containers, unit pack inspection, and resource conservation. Classroom and "hands-on" practical exercises are strongly emphasized.

1-9.   TRANSPORTATION.

a.   04107   <u>Hazardous Materials Correspondence Course</u>. TSI, Course #HM00107, 20 hours.

Target audience - FAA personnel with responsibility for handling and shipping hazardous materials.

Description -This is a directed study course designed to give the participant a basic knowledge of the hazardous materials regulations. The course has a student manual explaining such things as definitions, use of the Hazardous Materials Table, preparation of shipping papers, placarding, marking and labeling. There are numerous work projects, with answers, included to allow the participant to monitor his/her progress.   This course is a prerequisite for 48228.

b.   48228   <u>Hazardous Materials Residence Course</u>. TSI, Course #HM00108, 24 hours.

Target audience - FAA personnel with responsibility for handling and shipping hazardous materials.

Description -This is a fundamental shipper's course for the highway transportation of hazardous materials. Upon completion, students will have a

working knowledge of the classification, marking, labeling, shipping paper and packaging requirements in 49 CFR for the transportation of hazardous materials. This course meets the awareness and function specific training levels required by 49 CFR for the subjects mentioned above. TSI Course HM00107 (FAA Course No. 04107) is a prerequisite.

c. 07663 <u>DOT Hazardous Materials and Waste Transportation Regulations</u>. TSI, Course #HM00139, 40 hours.

Target audience - FAA personnel with responsibility for handling and shipping hazardous materials.

Description - This is a fundamental hazardous materials course designed primarily for shippers and carriers. The course will familiarize the participants with the use of the Hazardous Materials Table, shipping paper requirements, requirements for marking, labeling, and placarding non-bulk packaging, including waste. This course meets the awareness and function specific training levels required by 49 CFR for the subjects mentioned above.

SECTION 2. INTERMEDIATE-LEVEL TRAINING REQUIREMENTS

2-1. **ORDERING**.

No specialized courses have been identified at this level for this function.

2-2. **CATALOGING**.

a. 07712 <u>Advanced Cataloger Training Course</u>. DLSC, course length varies.

Target audience - The course is designed to enhance the working knowledge of the journeyman cataloger.

Description - The course looks at the development of new item names and revisions of existing item names. It discusses the process involved in getting changes made to the Federal Item Name Directory (H6), and the Federal classification program of classifying and grouping related supply items, making it possible to operate and manage the logistics system more efficiently. It also covers MOE rules, standard FCS records related to item management. It describes how to establish the characteristics of a supply item through its physical and functional attributes. Maintenance and reject analysis will also be discussed.

2-3. **GENERAL.**

a. 07726 <u>Defense Regional Interservice Support (DRIS) Agreements Course</u>. ALMC School of Logistics Science, Course #ALMC-RS, 1 week, resident and onsite.

Target audience - Individuals requiring knowledge or use of skills associated with the provisions of the DRIS program.

Description - The curriculum concentrates on DRIS regulatory policies and procedures; functions and responsibilities; interservice, interdepartmental, and interagency support agreement negotiations; DRIS studies and reports; and preparation of supporting documents.

b. 07627 <u>Facilities Management</u>. USDA Course #APRPM716, 3 days.

Target audience - Agency personnel involved in facilities management.

Description - The course is based on the FPMR and is designed to assist agency facility management personnel in all areas of facility management. Concentration is given to determining Federal space requirements, acquiring space necessary to support the agency mission; assignment, utilization, and maintenance of space within the agency, and the disposal of space when no longer needed. It includes facility management responsibilities in occupational safety and health, fire, safety, security, energy conservation, environmental issues, and other building management related tasks.

2-4. **MOTOR FLEET MANAGEMENT.**

a. 07728 <u>Defense Vehicle Processing for Shipment or Storage</u>. ALMC School of Military Packaging Technology, Course #8B-F6(JT)/822-F6(JT), 4 1/2 days, onsite.

Target audience - Individuals involved with vehicle preservation, storage, or transportation.

Description - The course addresses the causes of corrosion and the practical application of procedures required for cleaning, preserving, processing, and marking of general purpose vehicles, track laying vehicles, material handling equipment, and construction equipment. SAFETY/WORK SHOES ARE REQUIRED.

2-5. **NAILS**.

No specialized courses have been identified at this level for this function.

2-6. **PERSONAL PROPERTY MANAGEMENT**.

a. 07402 <u>NAS F&E Project Materiel Management</u>. AMA, Correspondence.

Target audience - Personnel who are involved with NAS Facilities and Equipment (F&E) project/materiel management.

Description - Students receive instruction on the interrelationships between the different organizations and functions which have responsibilities within the initiation, management, shipping and receiving, storage, and closeout phases of NAS F&E projects and materiel.

b. 07831 <u>Administration of Government-Held Property</u>. MCI Course #1004, 5 days.

Target audience - Individuals who are concerned with managing Government-owned property in the possession of contractors.

Description - This course is designed to teach the fundamentals of administering the billions of dollars worth of Government-owned property and equipment used by and in the custody of contractors. Property administration responsibilities of the Government and property management responsibilities and functions of the contractor are covered from award of the contract to disposal and contract closeout, including contract clauses, physical inventories, and subcontract administration.

c. 07733 <u>Property Management Overview for Custodial Officers</u>. USDA, Course #APRPM723, 3 days.

Target audience - Property custodial officers and property program supervisors.

Description - The procedures for correct property management record keeping are described to teach how to maintain records for locating and identifying property. Included are the property management cycle, the custodial officer's role, responsibilities, and authorities; and specific methods to perform property management tasks. Included is how to complete a physical inventory within the assigned custodial area and update records to indicate current property status; reconcile the custodial account; dispose of unneeded property; and repair or replace unserviceable equipment through transfers, receipts, or turn-ins; with

completion of documentation forms to update agency property records. Lectures include how effective relationships between the property management officer, immediate supervisor, other custodial officers, and the accountable officer serve everyone's best interests.

2-7. **PROPERTY DISPOSAL.**

    a.   07731   <u>Defense Reutilization and Marketing System: An Introduction</u>. ALMC School of Materiel Readiness, Course #44-80, correspondence, 50 hours.

Target audience - Personnel in the area of disposition of excess personal property who are expected to coordinate actions with the Defense Reutilization and Marketing System.

Description - This self-paced course provides an overview of the Defense Reutilization and Marketing Program. Emphasis is on program objectives, organizational structures and relationships, and the major functions and subsystems.

    b.   07768   <u>Defense Hazardous Property Management Course</u>. ALMC School of Materiel Readiness, Course #ALMC-PH, 5 days, resident and onsite.

Target audience - Personnel working in the area of property reutilization and others requiring knowledge of the disposition of hazardous property and waste.

Description - This course is taught with emphasis on the laws, functional responsibilities, receipt, handling, packaging, storage, manifesting, health and safety, fire prevention, retrograde, sale, and record keeping when processing hazardous materials or hazardous waste at a Defense Reutilization and Marketing Office.

    c.   07718   <u>Defense Metals Identification and Recovery Course</u>. ALMC School of Materiel Readiness, Course #8G-F2, 1 week, resident and onsite.

Target audience - Individuals who generate, process, sell, and/or dispose of recyclable materials and precious metals-bearing materiel. **NOTE**: If you have any health concerns (i.e., pregnancy, allergies, etc.), please resolve prior to scheduling/attending.

Description - The course provides DOD reutilization and marketing and other related Federal Government personnel training in methods used to properly identify, classify, segregate, and dispose of recyclable and precious metals-

bearing material in furtherance of the DOD recyclable and waste minimization program and the precious metals recovery program. Emphasis is placed on hands-on laboratory testing of the various metals employed in the manufacturing of military hardware and equipment. Also addressed is the proper employment of selected silver recovery equipment.

2-8. **SUPPLY AND WAREHOUSE MANAGEMENT.**

a. 07743 Inventory Management. USDA, Course #APRPM714, 2 days.

Target audience - Mid-level employees and supervisors involved in the management of supplies and materials. This course is especially directed to the management of inventory with emphasis on least cost of operations.

Description - This course covers practical applications of the FPMR to management and control of inventory within a Federal agency. Students will examine procedures, policies, forms, work flow, and relationships of inventory management and control to other supply operations. Real-life exercises will demonstrate the importance of inventory management and how to compute and control costs of operations, measure program effectiveness, and keep overall investments at the lowest dollar levels.

b. 07747 Defense Inventory Management Course. ALMC School of Materiel Readiness, Course #8B-F11, 152 hours, resident and onsite.

Target audience - Employees and supervisors (GS-9 and above) involved in the management of supplies and materials. Students should have at least 1 year on-the-job experience.

Description - The curriculum concentrates on wholesale materiel management functions. The subjects covered range through the entire life cycle of materiel from the entry of new items into the DOD system to the disposal of excess materiel. Emphasis is placed on requirements planning and computation for the various categories of items and the management of these items using such tools as financial management, standardization, modernization, and economic inventory principles. Four forecasting techniques are taught (exponential smoothing, trend analysis, 12-month, and 24-month moving averages) to provide the students with an understanding of the forecasting techniques used in DOD. Mathematics, scientific techniques, and logistical terminology are presented to the degree required to provide a common basis for understanding requirements computation and inventory management problems. The application of management skills and practices, problem solving, and decision-making

techniques appear throughout the course, thereby emphasizing to the students their importance to management.

c. 07754 <u>Defense Advanced Preservation and Packing</u>. ALMC School of Military Packaging Technology, Course #8B-F3(JT)/822-F3(JT), 4 1/2 days, resident and onsite.

Target audience - Individuals already possessing a degree of packaging knowledge who work in this area and need a high degree of packaging knowledge.

Description - Three instructional approaches underscore the course. One provides a core curriculum of subjects of current interest to packaging personnel, such as policy, packaging protection against electrical forces, packaging discrepancies, disposability, performance-based packaging, the hazardous materials information system, the container design retrieval system, and the DOD packaging data system (MIL-STD-2073). A second utilizes case studies and a panel discussion to debate problems and broad issues such as packaging simplifications, commercial versus military packaging, and performance versus design packaging. This area in particular encourages extensive student discussion. A third approach involves guest lecturers from Government and the private sector to unfold new products and equipment, procedures, and applications in packaging.

d. 07767 <u>Defense Hazardous Materials/Waste Handling Course</u>. ALMC School of Materiel Readiness, Course #ALMC-HER, 1 week, resident and onsite; correspondence, 40 hours.

Target audience - Personnel who package, handle, store, transport, or manage hazardous materials or waste.

Description - This course includes identification and classification of hazardous materials and waste; health effects and personal safety; packaging, labeling, handling, storage, and transportation procedures, contingency planning and release response; and hazardous materials and hazardous waste laws, regulations, and policies. This course does NOT provide training for certification of hazardous materials shipments. While conducting the course on site, instructions are available to provide consulting services on local environmental/hazardous waste problems.

e. 07759 <u>Defense Packaging Design</u>. ALMC School of Military Packaging Technology, Course #8B-F16(JT), 9 1/2 days, resident.

Target audience - Individuals already possessing a degree of packaging knowledge who work in this area and need a high degree of packaging knowledge.

Description - This course addresses the following topics associated with packaging design, transportability, the natural environment, deterioration of materials, identifying item characteristics, transportation environment packaging materials, environmental consideration, shock and vibration mitigation, container design and selection, the design process, packaging documentation, design, testing, and safety. SAFETY/WORK SHOES ARE REQUIRED.

    f.   07625   Introduction to Basic Analytical Skills in Supply Management. USDA
                   Course #APRPM798, 2 days.

Target audience - Supply systems analysts and other personnel who participate in analyzing costs for personal property management functional areas; e.g., property managers, inventory managers, utilization and disposal officers, and warehouse managers.

Description - The course focuses on (1) selection and justification of replacement equipment, (2) design, analysis, and utilization of warehouse space, (3) introduction to database, spreadsheet, and word processing applications in materials management, and (4) contemporary trends in inventory management, including "just in time."

2-9. **TRANSPORTATION.**

    a.   07624   Relocation Allowances: Update on FTR and JTR, Volume II,
                  Entitlement. GSA Course #1745, 5 days.

Target audience - Travel specialists, certifying officers, personnel specialists, and administrative officers as well as those who develop regulations.

Description - This course teaches how to determine eligibility for allowances. Students learn to compute relocation allowance entitlement based on prevailing rates for civilian employees making a permanent change of station (PCS) move. Students are encouraged to take the course annually to keep up with guidelines for eligibility established under the Federal Travel Regulations (FTR) and JTR, Volume II. Instruction covers the allowances for house-hunting trips; family allowances; temporary quarters; household goods; miscellaneous expenses; overseas assignments; and mobile homes. The provisions in service agreements for Government employees who make a PCS, tour renewal travel agreements for Government employees who relocate overseas, and residence transactions

(where the Government pays part of the cost for buying and selling a residence) are explained.

b.   07623   Relocation Income Tax Allowance. GSA Course #1750, 2 1/2 days.

Target audience - Annual training is encouraged for those who must know how to identify and calculate allowance movable expenses and taxable income including travel specialists, certifying officers, personnel specialists, administrative officers, and others who prepare agency travel regulations.

Description - This course focuses on how Federal tax regulations treat reimbursed moving expenses. Students learn how to separate the authority of Federal tax regulations from the authority of the FTR's and determine which regulations shall be used to resolve questions concerning the relocation income tax allowance (RITA); interpret the intent of the RITA regulations; and identify the implications of RITA's for relocated personnel. Relocation regulations authorize payments of a RITA to both the FTR and JTR, Volume II, employees whose effective date of transfer was on or after 11/14/83 or on or after 10/12/84. Students need experience or training in PCS entitlement to successfully complete the course.

SECTION 3. SENIOR/MANAGEMENT-LEVEL COURSE REQUIREMENTS

3-1. ORDERING.

No specialized courses identified at this level for this function.

3-2. CATALOGING.

No specialized courses identified at this level for this function.

3-3. GENERAL.

No specialized courses identified at this level for this function.

3-4. MOTOR FLEET MANAGEMENT.

No specialized courses identified at this level for this function.

3-5. **NAILS.**

    a. 07741 <u>Integrated Logistics Support Seminar</u>. ALMC School of Acquisition Management, Course #ALMC-IS, 40 hours resident.

Target audience - Supervisors who are responsible for resources associated with NAILS or acquisition logistics. Nonsupervisory personnel who have completed NAILS advanced or materiel acquisition management courses who require refresher training may also be accepted.

Description - This seminar enables upper level managers to develop professionally by annually acquiring current and in-depth knowledge of acquisition logistics and by applying this knowledge to increase the supportability and readiness of military equipment and systems.

3-6. **PERSONAL PROPERTY MANAGEMENT.**

    a. 07782 <u>Property Management Policies and Procedures</u>. USDA, Course #APRPM725, 5 days.

Target audience - Property management, accountable property, and property custodial officers, property administrators, and other personnel having responsibilities for supply management in Federal/public agencies.

Description - This course is designed for professional property management personnel responsible for agency policy and system management of non-expendable property. Emphasis will be placed on matching property and equipment needs with agency requirements. Procedures for establishing and maintaining property use and replacement standards according to Federal guidelines will be reviewed and discussed. Additional topics include but are not limited to maintaining the system for property accountability and physical inventory; assigning appropriate responsibilities for use, security, maintenance, and sharing of nonexpendable property; managing recurring costs, wearout, obsolescence; and evaluating new technologies. Text materials are based on the FPMR and General Accounting Office guidelines.

b. 07798 <u>Recent Developments and Trends in Property Management</u>. USDA Course #APRPM799, 1 day.

Target audience - Property Management officers, accountable property officers, property administrators, and other personnel having responsibility for property management.

Description - The course identifies current developments and trends in Federal property management. New developments in fleet management, storage and warehousing, inventory management, FEDSTRIP, MILSTRIP, metrics, OSHA and property utilization and disposal will be addressed.

c. 07629 <u>Supervised Application in Property Management</u>. USDA Course #APRPM302, 5 days.

Target audience - Attendance is for employees seeking to fulfill a requirement for certification in property management while studying a topic of particular interest to them or their agency.

Description - In a practicum, students will demonstrate expertise and understanding of agency property management needs and apply a variety of management policies and procedures. Students have the opportunity to perform supervised on-the-job applications of theories, procedures, and practices learned in the classroom. Participants will work on projects and situations keyed to their agency's programs. The exercise is designed to demonstrate how basic property management skills can be used in practical situations.

d. 07628 <u>Constructing a Personal Property Computer Program</u>. USDA Course #APRPM763, 1 day.

Target audience - Property managers responsible for related ADP systems.

Description - Students will learn how a property management database is created. Using logic and flow principles of programming, students will examine the mechanics of creating a database system. Students will begin to understand other databases that may be used and learn how to complete the bar code technology system to take an inventory. They will create a database for a property system using a database management shell, learn screen design, plan data entry screens, create field names for locations, descriptions, purchase order numbers, etc., and learn how to create ad hoc and custom reports, and use the database to make queries and global changes.

3-7. PROPERTY DISPOSAL.

a. 07769 <u>Defense Hazardous Waste Course (Refresher).</u> ALMC School of Materiel Readiness, Course #ALMC-DM, 8 hours onsite.

Target audience - The workshop is intended to satisfy the requirement of yearly 8-hour update training for hazardous waste handlers.

Description - The curriculum includes a general overview of hazardous materials/waste regulations as they relate to handlers' jobs, identification and labeling requirements, health hazards, and specific safety equipment and procedures. Onsite classes by special arrangement with the course director can be extended up to 24 hours. If the course length is extended, supervisors from the installation are required to present instruction in the course. While conducting the workshop onsite, the ALMC instructor is available to provide consulting services on local environmental/waste problems.

3-8. SUPPLY AND WAREHOUSE MANAGEMENT.

a. 07780 <u>Logistics Management Development Course.</u> ALMC School of Logistics Science, Course #8A-F16, 4 weeks resident and onsite; correspondence, 160 hours.

Target audience - Individuals with actual or anticipated assignment to a management position in a wholesale logistic area with at least 4 years functional experience in a logistics management, data processing, or financial management field and had completed one related functional course.

Description - This course provides an overview of the Army logistics system. The life cycle management model is the common thread of the course and is used to highlight the more significant considerations of acquisition, inventory management, maintenance, and the disposal of Army materiel. Instruction in management skills includes basic statistical and probability techniques and aspects of interpersonal behavior. This instruction is oriented toward improving the decision-making abilities of the student by providing knowledge of the techniques and considerations involved in logistics management.

3-9. TRANSPORTATION OF THINGS.

a. 07770 <u>Defense Packaging of Hazardous Materials for Transportation.</u> ALMC School of Military Packaging Technology, Course #8B-F7(JT)/822-F7(JT), 9 1/2 days resident; 9 days onsite.

Target audience - Those in packaging and certifying hazardous military supplies and equipment or for their transportation or procurement, military installation inspectors responsible for inspecting hazardous materials for shipment, installation or service school instructors on the subject, those responsible for preparing specifications or technical instructions on hazardous materials, etc.

Description - This course provides training in the use of regulatory documents for the transportation of hazardous materials. Documents include those that regulate domestic commercial shipments, e.g., 49 CFR and international air shipments, International Air Transport Association and International Civil Aviation Organization, international water shipments, International Maritime Organization Dangerous Goods Code; and military air shipments. Areas of study include classification, shipping papers, marking and labeling, placarding, compatibility, and containers authorized for packaging of hazardous materials.

b. 07756 FAA Multimodal Transportation of Hazardous Materials Shippers Course. TSI, Course #HM00104, 32 hours.

Target audience - Training for FAA Logistic Center and other FAA personnel with responsibility for handling, storing, and shipping hazardous materials.

Description - This is a fundamental shipper's course for the highway and air transportation of hazardous materials. Upon completion of the course, participants should have a working knowledge of the identification, marking, labeling, and packing requirements associated with the storage and transportation of hazardous materials and a basic knowledge of the Government regulations contained in 49 CFR.

c. 07764 Intermodal Transportation of Hazardous Materials for Industry. TSI, Course #HM00147, 40 hours.

Target audience - Participants are shippers, carriers, and those persons with related responsibilities.

Description - Instructions provide a basic working knowledge of the Intermodel Hazardous Materials Transportation Regulations contained in 49 CFR. The training course has been designed to provide the how-to-use-the-book concept through the use of hands-on work projects, providing students with the opportunity to apply the materials covered in the course for all modes of transportation.

d. 07720 Resource Conservation Recovery Act (RCRA) Compliance. TSI, Course #JS00592, 36 hours.

Target audience - Managers and supervisors and others working in/with areas connected with the shipment of hazardous materials.

Description - This course covers generator requirements of 40 CFR and the basic principles of waste identification (40 CFR Part 261). Generator requirements for shipping hazardous waste (labeling, containerization, packaging, manifesting) are also provided in this course. Participants will practice preparing labels, inspection forms, manifests, and annual reports. This course provides participants with a comprehensive overview of all Federal requirements and laws applicable to military installations. Liability laws and a case review of the Aberdeen Proving Ground incident involving three Federal employees are included in the instruction. This course meets the Environmental Protection Agency (EPA) and DOT requirement for hazardous waste training.

e. 07765 Combined Transportation of Hazardous Materials/Resource
Conservation Recovery Act (RCRA) Compliance. TSI, Course
#JS00503, 40 hours.

Target audience - Managers and supervisors and others working in/with areas connected with the shipment of hazardous materials.

Description - This course covers the safe handling of hazardous materials to ensure protection of personnel and the environment. Participants will learn how to prepare and inspect shipments of hazardous materials for compliance with the DOT hazardous materials regulations. Instruction also covers how to complete the associated shipping documentation.

This course will also cover generator requirements of 40 CFR and the basic principles of waste identification (40 CFR Part 261). Generator requirements for shipping hazardous waste (labeling, containerization, packaging, manifesting) are also provided in this course. It provides participants with an overview of all Federal requirements and laws applicable to military installations. This course can be specifically tailored to the requesting organization's operational and training needs.

f. 07664 Intermodal Transportation of Hazardous Materials Recurrency
Seminar. TSI, Course #HM00149, 24 hours.

Target audience - Those persons who have a good working knowledge of the hazardous materials regulations.

Description - This provides enhanced instruction for recurrent training for shippers and carriers of hazardous materials. This course meets the awareness and function specific training levels required by Title 49 CFR.

g. 07771 Awareness for Initial Response to Hazardous Materials Incidents. TSI, Course #HM00140, 8 hours.

Target audience - Those individuals whose positions could have them first-on-the-scene regarding hazardous materials incidents.

Description - This is an awareness level response course for first-on-the-scene responders and is designed to introduce police, fire, medical, and other personnel to the growing problem of hazardous materials transportation emergencies. Instruction will cover the identification and classification of hazardous materials, placards and labels, shipping papers, and hazardous materials guidebooks. Class exercises will allow the student to utilize the U.S. DOT Emergency Response Guidebook, P5800.5.

APPENDIX 3. TRAINING SOURCES

This appendix lists the institutions which developed and presented the approved courses listed in appendix 2. Specific questions relating to the courses identified or requests for information on additional courses should be directed to them.

1.   **DEFENSE LOGISTICS SERVICES CENTER (DLSC)**
Commander
ATTN: DLSC-RPT
74 N. Washington Avenue
Battle Creek, MI 49017-3084
(616) 961-4706 or (616) 961-4829

When training 10 or more people, DLSC can bring any of their courses to a particular site. They offer custom-tailored programs to meet specific organizational needs, concerns, or management philosophies. They can suggest a course of instruction for individual site needs or help tailor a class to fit specific requirements. Using DLSC on site may be more economical by avoiding travel, hotel, and other related expenses. For more information about DLSC on site training courses, call the office cited above.

2.   **FAA ACADEMY (AMA)**
Airports and Logistics Division, AMA-600
P.O. Box 25082, 6500 S. MacArthur
Oklahoma City, OK 73125
(405) 954-6961

AMA provides logistics technical training for agency personnel, to develop and upgrade the skills of personnel involved in the logistics work force.

3.   **MANAGEMENT CONCEPTS INCORPORATED (MCI)**
8230 Leesburg Pike
Vienna, VA 22182-2641
(703) 790-9595

Specific arrangements may be made to train groups in regular MCI courses or in courses tailored for a specific group. Group discounts allow organizations to save money when sending groups of five or ten students to the same course session. Also, course development specialists can work with an organization to design a program that fits requirements, time frames, and budgets. For additional information on group discounts or custom courses, contact the office cited above.

4. **TRANSPORTATION SAFETY INSTITUTE (TSI)**

    a.   For course numbers beginning with HM:

        Hazardous Materials Transportation Safety Division
        P.O. Box 25082
        6500 South MacArthur Boulevard
        Oklahoma City, OK 73125-5050
        (405) 954-4824

    b.   For course numbers beginning with JS:

        Joint Services Safety Division
        715 South Metropolitan-Suite 700
        Oklahoma City, Oklahoma 73108-2057
        (405) 949-0036 (Ask for Joint Services)

Under the sponsorship of the Research and Special Programs Administration, TSI is the primary element charged with providing training and technical assistance in transportation safety and security for all operating administrations of the Department of Transportation (DOT). It is a tenant organization of the FAA Mike Monroney Aeronautical Center in Oklahoma City, OK, and is one of the foremost schools relating to hazardous materials transportation and regulatory training in all areas of transportation safety. Classes are conducted nationwide. Information can be obtained directly from TSI on non-FAA courses and schedules at the respective numbers listed above.

5. **U.S. ARMY LOGISTICS MANAGEMENT COLLEGE (ALMC)**
Commandant
U.S. Army Logistics Management College
ATTN: AMXMC-P
Building P-12500
Ft. Lee, Virginia 23801-6056
(804) 765-4965

School of Acquisition Management (AM)   }
School of Materiel Readiness (ME)   } located at Ft. Lee, Virginia
School of Logistics Science (LS)   }
School of Military Packaging Technology, located at the Aberdeen Proving Ground, Maryland

Modes of Instruction: Although the ALMC offers a broad range of instruction modes, the most common, suitable for FAA needs are listed below. Each ALMC

course described in appendix 2 will indicate which one or combination of modes is available for that course:

a.   **Resident Classes** - Taught on the ALMC campus.

b.   **Onsite Classes** - Taught off campus by the ALMC faculty. These courses are normally identical in content to resident courses. The objective of onsite training is to meet the educational need of agencies in the most economical and effective manner possible. Onsite classes are requested through the Army's Total Army Centralized Individual Training Solicitation, which is conducted twice a year.

c.   **Correspondence Courses** - Taken by the individual student in a nonresident status. Enrollment and administrative details are handled through the mail.

d.   **Onsite/Correspondence Courses** - A combination of the two modes. Students fulfill course requirements partly through correspondence courses and partly through onsite training. This enables the instruction to be tailored to specific situations.

6.   **U.S. DEPARTMENT OF AGRICULTURE (USDA) GRADUATE SCHOOL**
Career Planning and Development Programs
600 Maryland Avenue, S.W., Room 106
Washington, DC 20024-2520
(202) 447-7124

Specific arrangements may be made to train groups in regular USDA courses or in courses tailored for a specific group. Group discounts offer participating offices a cost savings for three or more participants from the same office attending the same offering. Courses can be tailored to meet the needs of a specific organization. Organizations can also have a course presented at their office or training facility. Costs for onsite training vary with such factors as location, group size, and the amount of additional course design required. It may be more cost effective to train a group of employees through a contract than to send them individually to an open-enrollment course. Contact the office cited above for more information.

7.   **GSA, Transportation Training Branch**
490 L'Enfant Plaza, S.W.
Suite 8214
Washington, DC 20407
(202) 619-8000

Travel and Transportation Training has been transferred to GSA, FSS, Transportation Training Branch. There are three ways to register:

By phone using a credit card at the number cited above, by FAX (202) 619-8999, or mailing forms to the address cited above. Any questions should be directed to Nancy Murphy on (202) 619-8900 or on the Internet: Nancy.Murphy@GSA.GOV.

APPENDIX 4. CROSS-REFERENCE LIST TO APPROVED COURSES

Course Number	Course Name	App 2 Page
04107	Hazardous Materials Correspondence Course	12
07039	LIS Practical Training	7
07402	NAS F&E Project Materiel Management	15
07403	Personal Property Management	8
07404	Field Logistics Operations	7
07623	Relocation Income Tax Allowance	20
07624	Relocation Allowances: Update on FTR and JTR, Volume 11	19
07625	Introduction to Basic Analytical Skills in Supply Management	19
07627	Facilities Management	14
07628	Constructing a Personal Property Computer Program	22
07629	Supervised Application in Property Management	22
07630	Space Management: Office Layout Workshop	6
07660	Federal Cataloging System Overview for Non-Cataloger Personnel	6
07663	DOT Hazardous Materials & Waste Transportation Regulations	13
07664	Transportation of Hazardous Materials Recurrency Seminar	24
07711	Basic Cataloger Training Course	5
07712	Advanced Cataloger Training Course	13
07713	Motor Vehicle Management/Fleet Management	7
07718	Defense Metals Identification and Recovery Course	16

Course Number	Course Name	App 2 Page
07719	Defense Preservation and Intermediate Protection	12
07720	Resource Conservation Recovery Act (RCRA) Compliance	24
07726	Defense Regional Interservice Support (DRIS) Agreements Course	14
07728	Defense Vehicle Processing for Shipment or Storage	14
07731	Defense Reutilization and Marketing System: An Introduction	16
07732	Introduction to Property Management	8
07733	Property Management Overview for Custodial Officers	15
07734	Government Property Administration	8
07741	Integrated Logistics Support Seminar	21
07743	Inventory Management	17
07747	Defense Inventory Management Course	17
07748	Storage and Warehousing	10
07750	Defense Preparation of Freight for Air Shipment	11
07753	Defense Basic Preservation and Packing	11
07754	Defense Advanced Preservation and Packing	18
07756	FAA Multimodal Transportation of Hazardous Materials Shippers Course	24
07758	Defense Packing and Unitization	10
07759	Defense Packaging Design	18
07764	Intermodal Transportation of Hazardous Materials for Industry	25

Course Number	Course Name	App 2 Page
07765	Combined Transportation of Hazardous Materials/Resource Conservation Recovery Act (RCRA) Compliance	25
07766	Hazardous Materials Handling	11
07767	Defense Hazardous Materials/Waste Handling Course	18
07768	Defense Hazardous Property Management Course	16
07769	Defense Hazardous Waste Course (Refresher)	23
07770	Defense Packaging of Hazardous Materials for Transportation	23
07771	Awareness for Initial Response to Hazardous Materials Incidents	26
07780	Logistics Management Development Course	23
07782	Property Management Policies and Procedures	21
07783	Logistics Remote Users Network (LOGRUN)	6
07797	Personal Property Utilization and Disposal: An Overview	9
07798	Recent Developments and Trends in Property Management	22
07799	Basic of Personal Property Management	9
07816	Requisitioning by FEDSTRIP	5
07829	Requisitioning by MILSTRIP	5
07830	Use and Disposal of Personal Property	9
07831	Administration of Government-Held Property	15
48228	Hazardous Materials Regulations Residence Course	12

APPENDIX 5. ACRONYMS

AAF	Airway Facilities Service
ADP	Automatic Data Processing
AFR	Air Force Regulation
ALMC	U.S. Army Logistics Management College
AMA	FAA Academy
CFR	Code of Federal Regulations
COTR	Contracting Officer's Technical Representative
CPMIS	Consolidated Personnel Management Information System
CTTMS	Centralized Training Travel Management System
DLSC	Defense Logistics Services Center
DOT	Department of Transportation
DRIS	Defense Regional Interservice Support
EOQ	Economic Ordering Quantity
EPA	Environmental Protection Agency
F&E	Facilities and Equipment
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulations
FCS	Federal Catalog System
FEDSTRIP	Federal Standard Requisitioning and Issue Procedures

FPMR	Federal Property Management Regulations
FTR	Federal Travel Regulations
GBL	Government Bill of Lading
GSA	U.S. General Services Administration
IMC	Item Management Coding
IMM	Integrated Materiel Management
I/S	Interchangeability/Substitutability
JTR	Joint Travel Regulations
LOB	Line of Business
LOGRUN	Logistics Remote Users Network
MCI	Management Concepts Incorporated
MILSTRIP	Military Standard Requisitioning and Issue Procedures
NAILS	National Airspace Integrated Logistics Support
NAS	National Airspace System
NATO	North Atlantic Treaty Organization
OSHA	Occupational Safety and Health Administration
PCS	Permanent Change of Station
PICA	Primary Inventory Control Activity
PPIMS	Personal Property In-Use Management System
RCRA	Resource Conservation Recovery Act

RITA	Relocation Income Tax Allowance
SICA	Secondary Inventory Control Activity
SOW	Statements of Work
TSI	Transportation Safety Institute
USDA	U.S. Department of Agriculture